

**GREENHORN CREEK
LANDSCAPING AND LIGHTING DISTRICT 1
COMMITTEE MEETING NOTES
2:00 p.m. Fireside Room @ Greenhorn Creek
Thursday, August 5, 2010**

Members Present: Gary Croletto, Roy Spackman, Carmin Rosato, Mike Kristoff,
Absent: Jim Bidwell

Others Present: Council Member Jack Boeding, Hulises Avila
City Staff: David Richards, Melisa Ralston and Mary Kelly

PUBLIC COMMENTS

There were no comment from the public.

1. 6/3/10 MINUTES

No comments

2. FINANCE REPORT

a. Monthly Account Report

There were no questions regarding the June and July financial reports (**Attachments A and B**)

b. Approval of change orders, purchase orders and checks.

Five change orders were handed out by Mike Kristoff. Committee will review for approval.

Direction: Mike Kristoff to be copied on LLD emails concerning maintenance/landscaping issues.

3. MAINTENANCE REPORTS/UPDATES –Hulises Avila

Hulises reported on routine maintenance performed in June. A revised maintenance checklist was provided.

a. The Committee reviewed Items Needing Attention list (**Attachment C**):

Carmin Rosato:

Item A: will completed by end of day if not done already

Item B: completed, but needed every month.

Item C: is completed

Item D: to be done

Item E: is completed

Item F: to be done

Item G: not being done any longer

Roy Spackman

Item A: Some work has been done, but needs more clipping of shrubs

Item B: is completed

Gary Croletto reported that the bubblers are not working at the GHC median. Hulises stated that they are in the process of replacing and these will be done soon.

Carmin reported the blackberry buses need to be removed from the median at the 1st entrance.

It was agreed that Hulises, Jim, Roy and Carmin will do a “ride along” to review landscaping/maintenance and determine areas of concern.

- b. Grading Plan Review for Wetlands adjacent to the Classics on the Ridge
Direction: City Administrator to speak with City Engineer regarding DeNova Homes responsibility and mitigation of wetland issue.
- c. Landscape Maintenance Contract Specs.
Carmin asked why labor was being invoiced when GHC performs routine maintenance jobs. The wording of the maintenance contract between GHC and the LLD was interpreted differently by Carmin and Mike – each having a different view as to what routine maintenance is. There was no resolution to this issue.

4. WETLAND PRESERVATION PLAN

- a. Wetland Preservation Plan Development
The committee questioned who was responsible for the wetlands. Gary Croletto stated he had findings from the City Attorney dated from 2004 indicating the LLD were not responsible. Wes Kulm stated he had a finding from the City Attorney indicating that the LLD was responsible.
Direction: City Administrator to contact City Attorney about wetland findings from 2004
Direction: Item continued to September meeting
- b. Wetlands Preservation & Compensation Plan: water levels
Carmin asked why the lake is not maintenance at a constant water level. Mike explained that water from Angels Creek is pumped into the lake on a weekly basis. Carmin suggested looking into filling the lake from a well.
Direction: Mike to research ways of keeping the water levels in the lake constant.

5. NORTHSTAR ENGINEERS UPDATE

Approval of final engineer’s report on Council Agenda for August 17th.

6. PRESERVATION CULTURAL RESOURCE (PCR) (continued from July meeting)

Direction: Gary to speak with City Attorney

7. LOT ‘I’ GPS OF TRAIL ROUTE

Completed

8. LOT ‘M’ SIGNAGE

Jim Bidwell to move forward with ordering signage.

9. STREET LIGHT REQUEST AT BLAIR MINE ROAD & MILL ROAD

The committee approved the request for a streetlight shield.

Direction: Get bid from Gold Electric

Direction: Gary to get quote from LLD engineer to evaluate shield for safety.

10. LLD ACTION LIST

Gary reviewed the current action list (**Attachment D**).

11. COMMITTEE REPORTS

- Mike Kristoff checked the walking trail. There is a possibility of trail going behind private residences but will need to talk to property owners.
- Streetlight Light #25 is out again
- Carmin requested approval to send a letter to resident (Debra Grimes) regarding getting permission to cut fire brakes if needed in the future. The committee approved Carmin's suggestion.
- Gary Croletto reminded the committee that a new Chair needs to be selected.

Direction: Selection of chair to be agendized for September.

Meeting was adjourned at 3:55 P.M.

PRELIMINARY

City of Angels
Department Year to Date Report
Period Ending June 30, 2010

5028 - Lighting & Landscape District

| Account Description | Adopted Budget | Working Budget | Month Actual | YTD Actual | Available Balance |
|---------------------------------------|-------------------|-------------------|-----------------|----------------|----------------------|
| REVENUES: | | | | | |
| Interest | 8,000 | 8,000 | 0 | 2,880 | 5,120 |
| LLD Revenue | 165,000 | 165,000 | 0 | 147,400 | 17,600 |
| Total Revenues | 173,000 | 173,000 | 0 | 150,280 | 22,720 |
| EXPENSES: | | | | | |
| <u>Salaries & Benefits</u> | | | | | |
| Salaries | 2,500 | 2,500 | 95 | 1,883 | 617 |
| Medicare | 40 | 40 | 2 | 28 | 12 |
| FICA | 155 | 155 | 6 | 118 | 37 |
| PERS | 555 | 555 | 25 | 461 | 94 |
| Subtotal | 3,250 | 3,250 | 128 | 2,490 | 760 |
| <u>Supplies & Services</u> | | | | | |
| GIS Mapping Consultant | 1,700 | 1,700 | 0 | 0 | 1,700 |
| Audit Services | 1,700 | 1,700 | 0 | 0 | 1,700 |
| Engineering Consultant | 10,500 | 10,500 | 1,398 | 9,312 | 1,043 |
| Landscape Maintenance | 58,500 | 58,500 | 4,443 | 48,075 | 10,425 |
| Legal Consultant | 5,000 | 5,000 | 0 | 0 | 5,000 |
| LLD Street Lights | 2,100 | 2,100 | 331 | 1,967 | 133 |
| Wetlands Maintenance | 5,000 | 5,000 | 0 | 1,704 | 3,296 |
| Community Outreach | 2,000 | 2,000 | 0 | 513 | 1,487 |
| 2009 Assessment Election | 3,500 | 3,500 | 0 | 0 | 3,500 |
| Road Maintenance | 4,891 | 4,891 | 0 | 4,800 | 91 |
| Landscape Water Charges | 26,000 | 26,000 | 4,433 | 23,350 | 2,650 |
| 10% Contingency | 12,414 | 12,414 | 867 | 2,652 | 9,762 |
| Subtotal | 133,305 | 133,305 | 11,472 | 92,373 | 40,787 |
| Total Expenditures | 136,555 | 136,555 | 11,601 | 94,863 | 41,547 |

Fund Balance @ 6/30/10 \$ 496,748.91

Melisa Ralston
8/5/2010

City of Angels
Department Year to Date Report
Period Ending July 31, 2010

5028 - Lighting & Landscape District

| Account Description | Adopted Budget | Working Budget | Month Actual | YTD Actual | Available Balance |
|---------------------------------------|-------------------|-------------------|-----------------|---------------|----------------------|
| REVENUES: | | | | | |
| Interest | 0 | 0 | 0 | 0 | 0 |
| LLD Revenue | 165,618 | 165,618 | 0 | 0 | 165,618 |
| Total Revenues | 165,618 | 165,618 | 0 | 0 | 165,618 |
| EXPENSES: | | | | | |
| <u>Supplies & Services</u> | | | | | |
| Road Sign Maintenance | 1,300 | 1,300 | 0 | 0 | 1,300 |
| Street Lights | 2,300 | 2,300 | 128 | 128 | 2,172 |
| Landscape Maintenance | 68,000 | 68,000 | 4,047 | 4,047 | 63,953 |
| Landscape Water | 23,000 | 23,000 | 0 | 0 | 23,000 |
| Wetlands Maintenance | 5,000 | 5,000 | 0 | 0 | 5,000 |
| Engineering | 7,000 | 7,000 | 0 | 0 | 7,000 |
| Legal Consultant | 5,000 | 5,000 | 0 | 0 | 5,000 |
| City Salaries | 2,500 | 2,500 | 0 | 0 | 2,500 |
| City Benefits | 750 | 750 | 0 | 0 | 750 |
| Auditor's Fee | 1,700 | 1,700 | 0 | 0 | 1,700 |
| LLD GIS Map | 1,700 | 1,700 | 0 | 0 | 1,700 |
| PCR Maintenance | 2,000 | 2,000 | 0 | 0 | 2,000 |
| Trail Signage | 2,000 | 2,000 | 0 | 0 | 2,000 |
| Community Outreach | 2,000 | 2,000 | 0 | 0 | 2,000 |
| Inspection/Report Fees | 2,500 | 2,500 | 0 | 0 | 2,500 |
| Reprographics | 1,000 | 1,000 | 0 | 0 | 1,000 |
| 10% Contingency | 12,755 | 12,755 | 0 | 0 | 12,755 |
| Subtotal | 140,505 | 140,505 | 4,175 | 4,175 | 136,330 |
| Total Expenditures | 140,505 | 140,505 | 4,175 | 4,175 | 136,330 |

Melisa Ralston
8/5/2010

LLD Meeting of 8/5/10 — Items needing attention

1 - From Carmin on 8/1:

Smith Flat from the south intersection with Blair Mine Road to Greenhorn Creek Road & Lot "I" Trail

- A. Olivia Pl. And Cornecia Pl. Tall weeds need removal.
- B. The planters opposite 761 Smith Flat and to a lesser degree the one opposite 797 Smith Flat have tree seedlings sprouting that should be removed or sprayed. *Repeat*
- C. Crepe myrtle trees opposite 650/665 Smith Flat have suckers that need to be removed.
- D. 3 or 4 rose bushes are missing in last planter area adjacent to GHC road.
- E. All the rose bush planters look good.

GHC Road Median

- F. There are 5-6 valve box covers that were damaged by mowers that were to be replaced on grass median on GHC road. Boxes were to be lowered as well. *This is 3rd month this is being reported.*
- G. Contractor needs to keep ride on mowers off the new drain covers. Area around covers should be hand trimmed.

2 - From Jim : No items reported

Selkirk Ranch Road at the intersection with Smith Flat Road to McCauley Ranch Road to Greenhorn Creek Road & Selkirk Chimney Trail

3 - From Roy on 7/31:

Greenhorn Creek Road from Live Oak to Selkirk Ranch to Smith Flat to the South intersection with Blair Mine Road

- A. It was brought to the LLD committee via a letter from Nathan Pry (Fire Marshal) dated May 28, 2010 that a reduction of brush and tree branches 10' inside of Lot "M" on the West side only needs to be address. As yet nothing has been done.
- B. Right side of the cart path leaving golf course hole #11 paralleling Smith Flat Road has not been attended to in some time. The weeds are taller than the shrubs that are planted there. This issue was brought to my attention by the home owner (Chuck Martin). I'm not sure if this is a LLD problem or GHC?

LLD Action List for 8/5/10

[illegible]